

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): R Street Institute

Travel date(s): Monday, May 28- Saturday, June 2, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	1,394.91	1,023.50	309.88	144.29 (Fee for use of hotel conference rooms)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

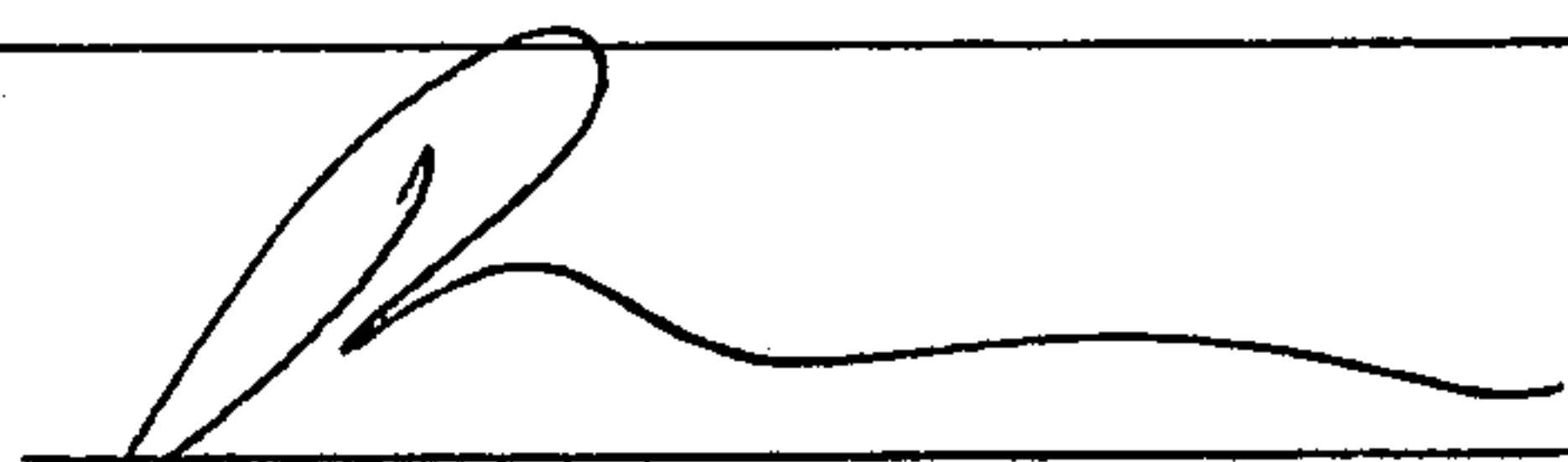
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attached

6/21/2018
(Date)

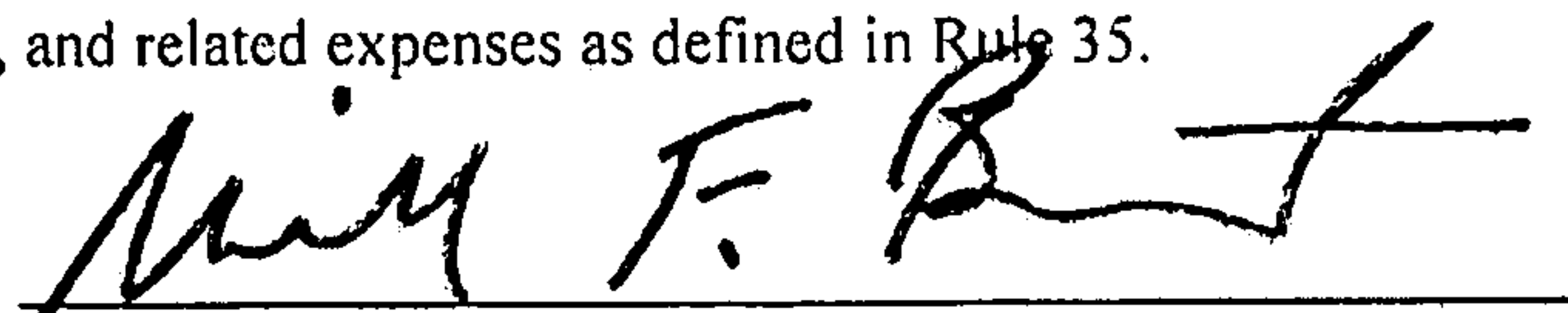
Bitza Habib
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/21/2018
(Date)


(Signature of Supervising Senator/Officer)

Event and Meeting Description

Tuesday, May 29

1. Introductory meeting and presentations in hotel conference room
R Street's Dr. Carrie Wade gave introductory presentations on the nature of addiction and basic principles of harm reduction, and the group talked about housekeeping matters and the week's activities.
2. Meeting with NHS England Addictions Clinical Academic Group, Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House
The delegation met with several practitioners and clinical experts at a drug and alcohol treatment service in Brixton (Dr. Emily Finch, Clinical Director of Addictions Clinical Academic Group; Dr. Michael Kelleher, Addictions Specialist and Clinical Lead for Lambeth Addictions; and Dr. Luke Mitcheson, Head of Psychology for Addictions Clinical Academic Group.). The practitioners gave presentations on the nature of Britain's drug problem and the role of harm reduction in treatment. They also discussed the Lambeth injectable heroin clinical trial and best clinical practices in addiction. The delegation toured the onsite harm reduction clinic.
3. Dinner at the Grenedier
The delegation ate dinner at a British pub and had time to network with one another and discuss the day's educational material.

Wednesday, May 30

1. Meetings with Harm Reduction International
The delegation heard from several experts at Harm Reduction International, the leading non-governmental organization working to promote harm reduction. Head of advocacy for HRI Fionnuala Murphy gave a presentation on the "10 by 20" campaign, an initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020. The delegation also discussed the promise and potential limitations of harm reduction in a global context.
2. Meetings with DrugScience
The delegation met with David Nutt, founder of DrugScience and several of his colleagues. DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug harms and effects. Discussions focused on scientific analysis surrounding relative risks of various drugs, appropriate regulation of drugs, drug testing and the need for more scientific research on drugs.
3. Reception at the House of Lords

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rita A. Habib

Employing Office/Committee: Senator Michael F. Bennet

Private Sponsor(s) (list all): R Street Institute

Travel date(s): Monday, May 28 - Saturday, June 2, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): London, United Kingdom

Explain how this trip is specifically connected to the traveler's official or representational duties:

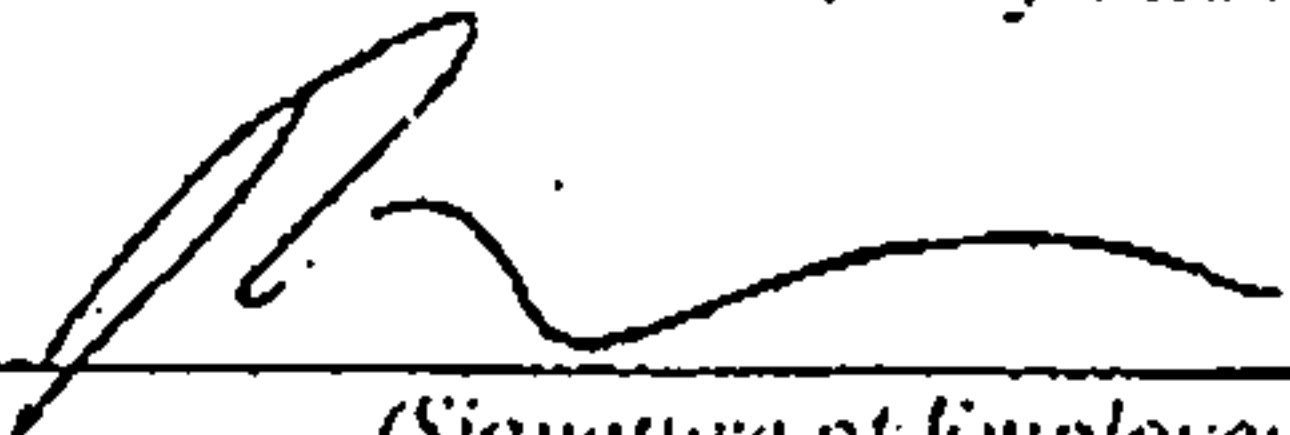
Health policy advisor to member who is on the Senate Finance and HELP Committees and interested in working on policies to combat the opioid crisis.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/26/2018
(Date)


(Signature of Employee)

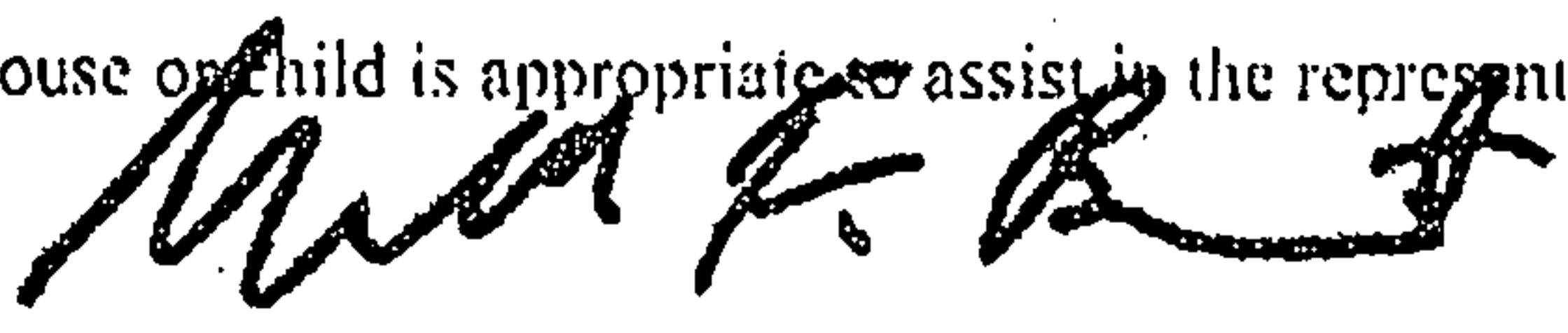
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Michael F. Bennet hereby authorize Rita A. Habib
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/26/2018
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): R Street Institute
2. Description of the trip: Educational visit for congressional staffers to learn about harm reduction
3. Dates of travel: Monday, May 28- Saturday, June 2, 2018
4. Place of travel: London, United Kingdom
5. Name and title of Senate invitees: See attached page
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

R Street is a nonprofit public policy research organization that supports integrated harm reduction with opioid, tobacco and drug use as central elements. This trip will educate policymakers' staff on harm reduction concepts and allow them to evaluate successes and potentials in harm reduction.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the first congressional trip we have sponsored.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

As a public policy research organization, education is central to R Street's mission. We publish a variety of policy studies and articles and frequently host educational briefings and meeting with staffers on Capitol Hill.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$751.80- Flight \$100- Underground Fare	\$1,023.50	\$600	\$144.29- Fee for use of hotel conference room facilities
<input type="checkbox"/> Actual Amounts	\$150- Private transportation to and from airport			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The UK is a global leader in integrating harm reduction in its public health programs. Senate staff will meet with British public health providers, clinical experts and civil servants to learn from their approach.

19. Name and location of hotel or other lodging facility:

Radisson Blu Edwardian Grafton: 130 Tottenham Court Rd, Fitzrovia, London W1T 5AY, UK

20. Reason(s) for selecting hotel or other lodging facility:

We were able to get an affordable rate through a group discount as well as access to conference rooms for meetings. We also selected this hotel due to its proximity to central London and a tube station.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging, meals and other expenses will be less than the maximum per diem rate for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

We will be flying coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided.

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Caroline Kitchens, Federal Affairs Manager

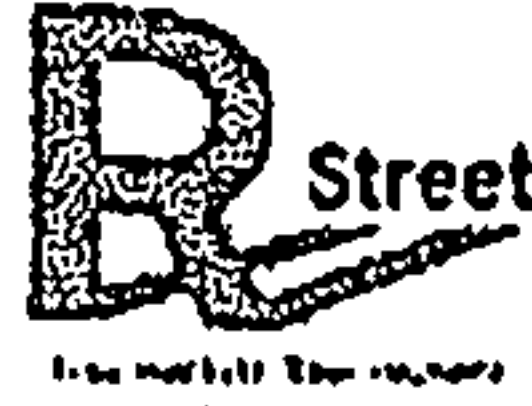
Name of Organization: R Street Institute

Address: 1212 New York Ave NW, Suite 900, Washington DC, 20005

Telephone Number: (202) 862-5820

Fax Number:

E-mail Address: ckitchens@rstreet.org



1212 New York Ave NW
Suite 900
Washington, DC 20005
202.525.5717

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www.rstreet.org

way we can ensure that the delegates some time to check in and prepare for the day's activities.

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|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11:00am-12:30pm | Introductory Presentations
Hotel conference room
The delegation will meet with the program materials and talk through the week's activities. |
| 12:30pm | Lunch break
<i>The delegates can use this time to grab lunch on their own.</i>
Suggestions: Rio Cafe 66 Grafton Way, Warren's Sandwich Bar 13 Warren St, Eat 350 Euston Rd. |
| 1:30pm | London Underground transit
Euston to Brixton station |
| 2:00pm-5:00pm | Meet with NHS England Addictions Clinical Academic Group
Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House, 12/14 Brighton Terrace, Brixton, SW9 8DG
<i>The delegation will meet with several practitioners and clinical experts with NHS England's Addictions Clinical Academic Group. Discussions will be centered on patient experiences with harm reduction clinics, the Lambeth injectable heroin clinical trial, best clinical practices on addictions and substance use, mental health priorities.</i>
2-4:00pm- Presentations and discussion <ol style="list-style-type: none">1. Dr. Emily Finch, Clinical Director - Addictions Clinical Academic Group2. Dr. Michael J Kelleher, Consultant Addictions Specialist and Clinical Lead for Lambeth Addictions3. Dr. Luke Mitcheson, Head of Psychology, Addictions Clinical Academic Group and Clinical Lead 4-5:00pm- Tour of onsite harm reduction clinic |
| 5:00pm | London Underground transit |
| 6:00pm-8:00pm | Dinner at the Grenadier
18 Wilton Row, Belgravia, London SW1X 7NR, UK
<i>Casual buffet-style dinner at a British pub.</i>
<i>"Harm reduction 101:" Dr. Carrie Wade, R Street's Director of Harm Reduction Policy and a former drug-abuse researcher whose scientific background specializes in the biological mechanisms of opioid addiction, will give a</i> |

202.525.5717



9:00am-10:15am	<p>Lecture on addiction by Carrie Wade Hotel Conference Room <i>Dr. Carrie Wade will present her lecture "Neuroscience of Addiction: Is it a Choice?" Dr. Wade will cover:</i></p> <p>1. What is addiction, 2) what are the disruptions in addiction, 3) how does a neurobiological framework benefit diagnosis, treatment and recovery?</p>
10:15am	<p>London Underground Transit to Harm Reduction International Warren Street Station to Elephant and Castle, transfer Oxford Circus</p>
11:00am-1:00pm	<p>Lunch meeting with Harm Reduction International Unit 2C09 Southbank Technopark, 90 London Road, London SE1 LN <i>Lunch presentation and discussion with Fionnuala Murphy, head of advocacy for Harm Reduction International, the leading non-government organization working to promote and expand support for harm reduction. Murphy's presentation will focus on the "10 by 20" campaign, Harm Reduction International initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020.</i></p>
1:00pm-2:00pm	<p>London Underground Transit to Hotel Elephant and Castle to Warren Street Station, transfer Oxford Circus</p>
2:00pm-5:30pm	<p>Meet with DrugScience Hotel Conference Room: Radisson Blu Edwardian Grafton <i>DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug harms and effects.</i></p>
5:30pm-6:00pm	<p>London Underground Transit to House of Lords Warren Street Station to Westminster, transfer Green Park</p>
6:00pm-8:00pm	<p>Reception House of Lords</p>



10:00am-4:00pm Meetings at Guildhall Conference Room, City of London

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Habib, Rita (Bennet)

From: Caroline Kitchens <ckitchens@rstreet.org>
Sent: Friday, April 13, 2018 1:42 PM
To: Habib, Rita (Bennet)
Cc: Carrie Wade
Subject: Invitation: R Street Harm Reduction
Attachments: UK staffdel memo + itinerary.pdf

Dear Rita,

I'm a federal affairs manager at the R Street Institute, a DC-based think tank. We're planning an educational visit for a select group of bipartisan Congressional staffers to go the United Kingdom to learn about harm reduction strategies in public health, and we would like to cordially invite you to be part of our delegation.

The trip will take place in London from Tuesday, May 29 through Saturday, June 2, 2018. The goal is to educate U.S. policymakers on harm-reduction philosophy and programs as a strategy to reduce the negative consequences associated with risk behaviors and addiction, with a special emphasis on opioids and tobacco use. As such, we will be meeting with British public health providers, clinical experts and civil servants to discuss the UK's unique regulatory approach. We will also be hosting a reception at the Houses of Parliament.

This trip is in accordance with Congressional ethics rules and will not be financed in any part by registered federal lobbyists or foreign agents. The memo attached includes more detailed information about the goals of the trip, including a full itinerary.

Please let us know if you may be interested, and we will send you the forms to get you started on next steps with Ethics. We would also be happy to come by your office to discuss the trip in person if it would be helpful. If you have questions, do not hesitate to reach out via email or by phone at 919-830-3140.

We hope you will be able to join us and look forward to hearing from you soon.

Best regards,
Caroline